



4/27/13

P2:35

STATE PROCUREMENT OFFICE
NOTICE OF REQUEST TO AMEND AN EXEMPTION
FROM HRS CHAPTER 103D CONTRACT

TO: Chief Procurement Officer

FROM: Department of Transportation, Airports Division
Name of Requesting Department

STATE PROCUREMENT OFFICE
STATE OF HAWAII

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: 12-087B
2. Vendor/Contractor/Service Provider Name: American Association of Airport Executives (AAAE)

3. Describe the goods, services, or construction:
Services to obtain fingerprint based criminal history records check and Security Threat Assessments (STA) from the American Association of Airport Executives (AAAE) Transportation Security Clearinghouse (TSC) for all airport employees and tenants who require security clearance to perform official duties within the public area of the Airports or require unescorted access to the sterile area, security identification display area (SIDA), and airport operations area (AOA). This includes all system-wide airports in the State of Hawaii.

4. Explain in detail what is being amended:

We are requesting that the end date in our previous SPO-07 request be extended from 6/30/13 to 12/31/13.

5. Amended contract price for this request: \$ \$230,000.

6. Explain in detail why the amendment(s) are necessary:

The Airports Division has put a contract out to bid for the above services and we are currently reviewing the bids. Additional time is needed to award the contract and allow for the smooth transition to a new contractor. The new contract will require the contractor to provide new fingerprint equipment, computers and other hardware; initiate the transference of data, and provide training to the end-users on how to use the system. Sufficient time is required to ship the equipment and schedule training to the various island airports.

7. Identify the primary responsible staff person(s) conducting and managing this procurement. Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	Email address
Mary Kitsu*	Airports/Operations	838-8708	mary.kitsu@hawaii.gov
Paul Nishimura	Airports/Procurement	838-8626	paul.t.nishimura@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.*


Department Head Signature

6/27/13
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 7/1/2013

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Request is disapproved as vendor is not compliant with HRS section 103D-310(c) and HAR section 3-122-112 (i.e. vendor is required to be compliant on the Hawaii Compliance Express). Upon verification of vendor compliance, department may attach a memo to this request, along with a copy of a compliant HCE certificate requesting CPO approval.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or bonnie.a.kahakui@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required


Chief Procurement Officer

7/23/2013
Date